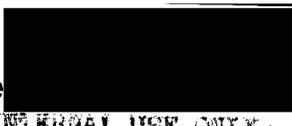


25X1A9a

*Case File  
Disposition*  
Sanitized - Approved For Release



0211R000100450025-3

CIA INTERNAL USE ONLY

*Tom - Please make  
a copy of this  
to [redacted]  
22 Jan - 1957  
[Signature]  
File: Disposition*

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*Will you see that a copy  
of this is filed for our future  
use.*

TO: Chief,  
FROM: Chief, Administrative Staff, ORR  
SUBJECT: Destruction of Records Reports of  
REFERENCE: St/A Memorandum dated 30 July 1956, subject: Records Control  
Schedule No. 22-55

1. Paragraph 4 of reference memorandum requires that a report of destruction be made of records which are destroyed in accordance with the Records Control Schedule No. 22-55. Paragraph 5 of this memo requires a negative report, if applicable, at end of each quarter.
2. Since no reports of destruction were received from your component during the quarter ending 30 September, the following action is required on your part:
  - December*
  - a. a negative report be submitted stating that no records were destroyed in accordance with the disposition instructions on the schedule or,
  - b. an estimate of the volume of records destroyed during the quarter. This estimate should cover any records removed from file and destroyed on a daily basis or any large blocks of records which were destroyed during the quarter but not reported.
3. This information is required only for the period 30 September - 31 December 1956. A follow-up will also be made at the end of the current quarter to those components not submitting any reports of destruction during the quarter.
4. These reports of destruction together with a record of material retired to the Records Center, which is available in St/A, will be used by St/A as a basis for approving or disapproving requests for filing equipment.

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